

FACS Pro WX Module
Guideline for completion of 'Average Monthly Energy Bill'

In order for a customer to populate as eligible to enroll into weatherization, the data field for 'monthly energy bill' must be completed.

This data field is found in the central customer intake/ demographics information/residence energy tab as shown below.

The screenshot displays the DBA FACS Pro v2.9.45 application window. The title bar indicates the current customer is 'Dummy, Teresa / 07605336'. The 'Demographics Information' tab is active, and the 'Residence - Energy' sub-tab is selected. The form contains the following fields:

- Primary Heating: Natural Gas
- Primary Heating Vendor: Mountaineer Gas Company - 2401 Sissonville Drive
- Other:
- Primary Heating Acct. #: 724985125
- Secondary Heating: Electricity
- Secondary Heating Vendor: Allegheny Power - 800 Cabin Hill Drive
- Other:
- Secondary Heating Acct. #: 422965321
- Heating Source: Electricity
- Cooling Energy:
- Cooling Vendor:
- Cooling Acct. #:
- Monthly Energy Bill: \$198.46

A red arrow points to the 'Monthly Energy Bill' field. The bottom of the window shows the 'Current CAA ID' as 'Office of Economic Opportunity'.

Use the following guideline in determining the correct dollar amount to enter in the 'monthly energy bill' data field:

1. Collect from the customer a current bill for ALL sources of energy including but not limited to electric, natural gas, fuel oil, propane, wood. Be sure to include ALL energy costs in the household not just primary heating but also cooling and baseload energy sources.
2. You will figure a 30 day average for EACH type of energy. Most bills will contain this information but it may be necessary to contact the vendor for this information.
3. Once you have a 30 day average for EACH type of energy being used in the home, you will then add ALL sources to get one total dollar amount for 'monthly energy bill'.

EXAMPLE:

Susie Smith has an appointment with your agency to apply for weatherization assistance. During the customer intake process, you collect from Susie a copy of her Mountaineer Gas bill which is her primary source of heat to operate her forced air furnace. You also collect from Susie a copy of her Allegheny Power bill which is her secondary source of heat and cooling source that supplies electricity to operate the blower on her forced air furnace and also operates her outside air conditioner unit that is connected to her forced air furnace. Susie's hot water tank and cook stove operate using natural gas. Electricity is the energy source for her lighting and other appliances including the refrigerator, microwave, television and clothes dryer. The average daily usage listed on Susie's Mountaineer Gas bill is \$3.50. There is not an average listed on the Allegheny Power bill so you contact this vendor to ask for an average 30 day usage. Following is the computation to get the 'monthly energy bill' for Susie:

Mountaineer Gas	$\$3.50 \text{ (per day)} \times 365 \text{ (days per year)} = \$1,277.50 \text{ (annual usage)}$ $\$1,277.50 \text{ (annual usage)} / 12 \text{ (months per year)} = \underline{\$106.46} \text{ (monthly energy)}$
Allegheny Power	$\underline{\$92.00} \text{ (30 day average monthly energy given by vendor when you called and asked for a 30 day average during the previous 12 months)}$ $\$106.46 \text{ (gas energy)}$ $\underline{\quad 92.00 \text{ (electric energy)}}$ $\underline{\$198.46} \text{ (monthly energy bill)}$

The data field 'monthly energy bill' is used in comparison to the household income that is reported in the 'income' module of the customer intake to determine if the household has a high energy burden. If the 'monthly energy bill' is greater than or equal to 20% of the household income, the household will receive additional points in FACS Pro. This is to follow DOE guidance of prioritization of customers.